INTERMEDIA

ACC 1137- PUG

Polycom 4 and 6-Line Phones
Owner's Manual V.1

INTERMEDIA

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1 Introduction

Congratulations on purchasing the AccessLine DPS FLEX phone system and service. You will now be able to share your phone connection between fixed & wireless handsets and across multiple locations using the latest in 'Voice over IP' services.

This User Guide will show you how to setup and use your new DPS FLEX phone system and service.

Using this Document

Notational conventions
Acronyms are defined the first time they appear in the text.
The term LAN refers to a group of Ethernet-connected computers at one site.

Typographical conventions
Italic text is used for items you select from menus and drop-down lists and the names of displayed web pages.
Bold text is used for text strings that you type when prompted by the program, and to emphasize important points.

Special messages
This document uses the following icons to draw your attention to specific instructions or explanations.

Note

Provides clarifying or non-essential information on the current topic.

Definition

Explains terms or acronyms that may be unfamiliar to many readers. These terms are also included in the Glossary.

WARNING

Provides messages of high importance, including messages relating to personal safety or system integrity.

Basic Requirements

The PBX phone system is designed to use your existing broadband data connection as well as the existing data wiring in your office. Where you don't have data wiring, you may use the optional Wireless Transmitter and Wireless Adapters to connect Desk Phones wirelessly.

In order to use all the features of the DPS FLEX phone system and service, you must have the following:

- Broadband Internet access
- At least one free port on your router or modem/router
- Your router must be set to DHCP

2 Getting to know your Hosted PBX

Before you Begin Your Installation

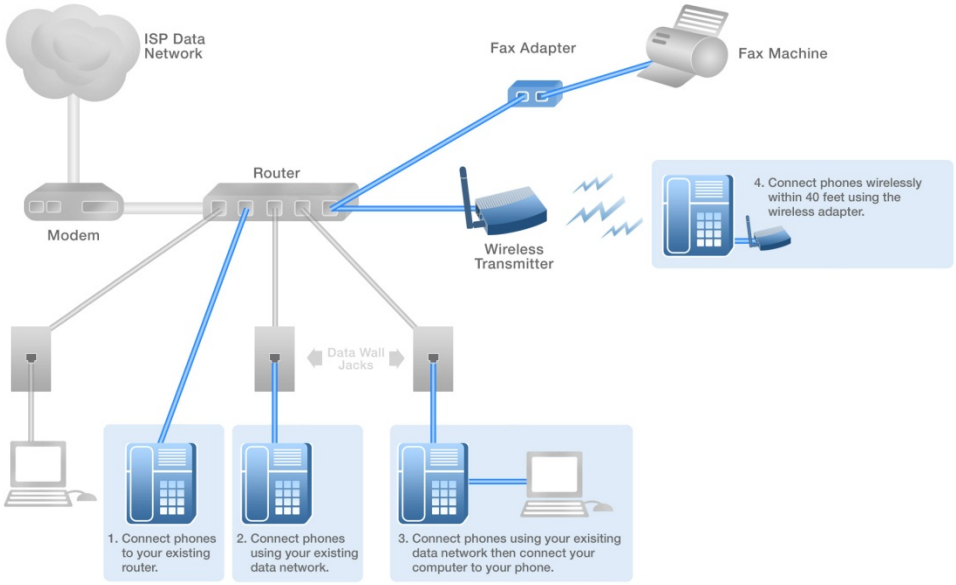
The DPS FLEX phone system is designed to use your existing broadband data connection as well as the existing data wiring in your office. Where you don't have data wiring, you may use the optional Wireless Transmitter and Wireless Adapters to connect Desk Phones wirelessly. In order to begin using your new phone system and service, you need to perform the following steps:

1. **Make sure you have received all of your phones and optional equipment**
2. **Go to www.accessline.com/login. Enter your login name and password to the Admin Portal**
3. **Activate your phone lines**
4. **Install your phones and optional equipment**

You have several options regarding how to setup your new phone system. How you choose to install your phone system will depend on your existing data network and the phones and optional equipment you have purchased. The diagrams below describes options for setting up the phone system.

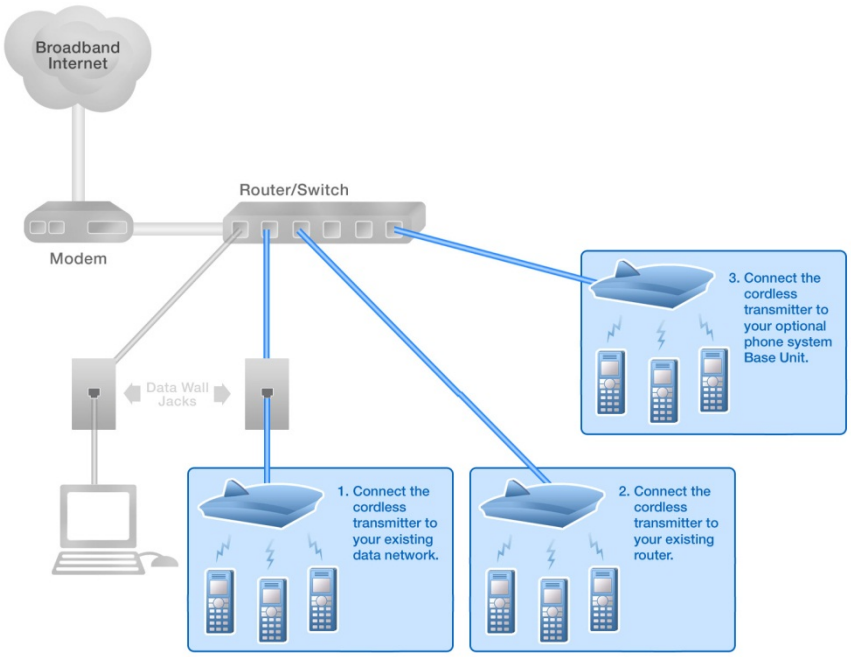
Standard Setup Options:

This diagram depicts your setup options. By purchasing the optional Wireless Transmitter and Wireless Adapters you may also connect Desk Phones wirelessly.


ISP Data Network
Fax Adapter
Fax Machine
Router
Modem
Wireless Transmitter
4. Connect phones wirelessly within 40 feet using the wireless adapter.
Data Wall Jacks
1. Connect phones to your existing router.
2. Connect phones using your existing data network.
3. Connect phones using your exisiting data network then connect your computer to your phone.

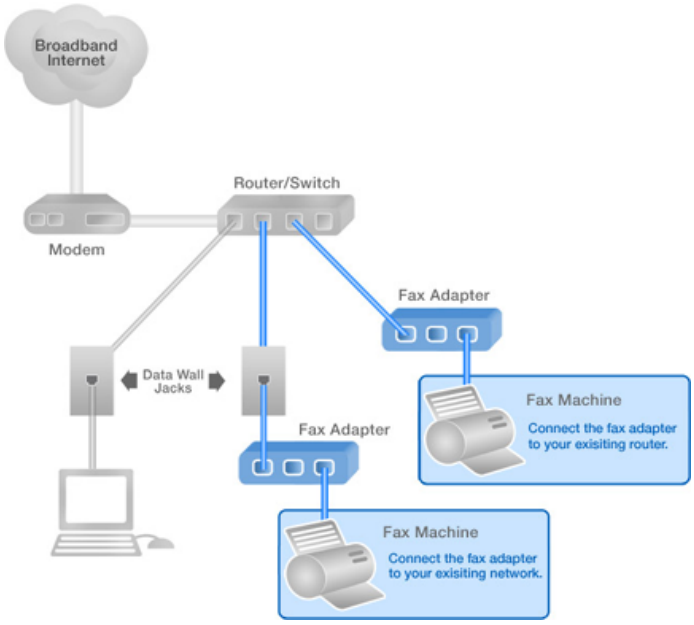
Cordless Phones:

This diagram depicts the setup options for Cordless Phones. Cordless phones can be used in conjunction with Shared Line Phones and the optional Base Unit or they can be installed as Stand Alone Phones.


Broadband Internet
Router/Switch
Modem
Data Wall Jacks
3. Connect the cordless transmitter to your optional phone system Base Unit.
1. Connect the cordless transmitter to your existing data network.
2. Connect the cordless transmitter to your existing router.

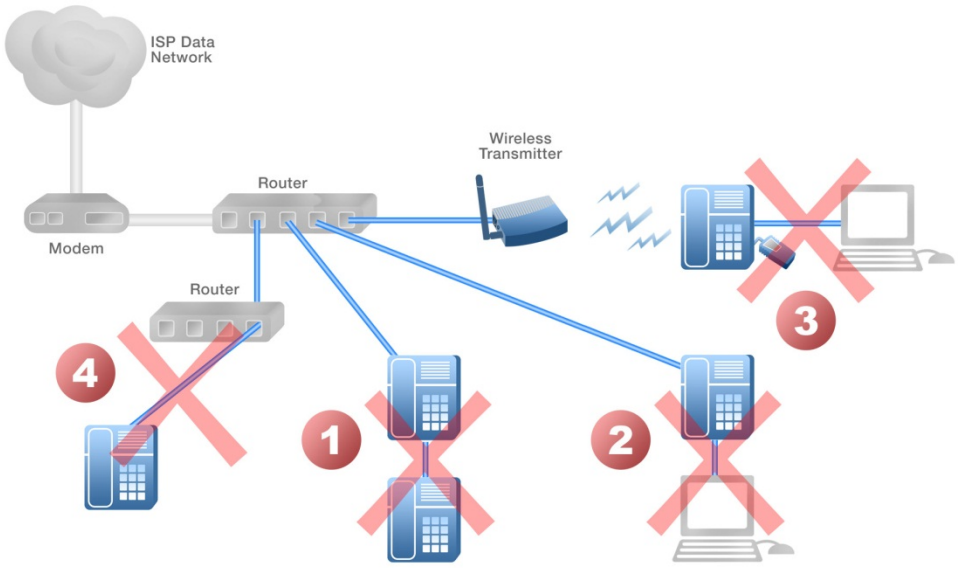
Fax Adapter:

This diagram depicts the setup options for the Fax Adapter. The Fax Adapter allows you to use your existing fax machine with the AccessLine DPS service.



Setup Options that are not supported

The following setup options ARE NOT supported:



1. Connecting one phone to another
2. Connecting a phone to the base unit then connecting a PC
3. Connecting a phone to the base unit wirelessly and then connecting a PC
4. Connecting a PC to the base unit
5. Connecting a phone to a router that is connected to another router

Assigning Extension Numbers and Phone Numbers to Phones

Each phone is assigned an extension and a phone number. Packing list includes a list of your phones and their associated phone numbers and extension. You should have also received and email from AccessLine with the phone numbers and extensions associated with each enhanced services such as an Auto Attendant or WebFax. You may also log into your Admin Portal at www.accessline.com/login to view a list of your phone numbers and extensions.

3 Installing your Hosted PBX Phone System

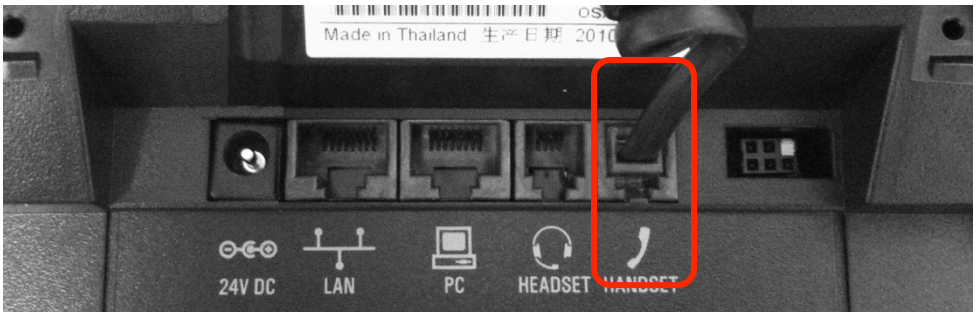
Installing Desk Phones

Desk Phones can be installed in the following ways

- You may connect Desk Phones Wirelessly to the Optional Wireless Transmitter and the Optional Wireless Adapters
- You may connect Desk Phones to your existing router
- You may connect Desk Phones to any data wall jack on your existing network
- You may connect a Desk Phone to a wall jack or router then connect a PC to the Desk Phone.

1. Assemble the Desk Phones

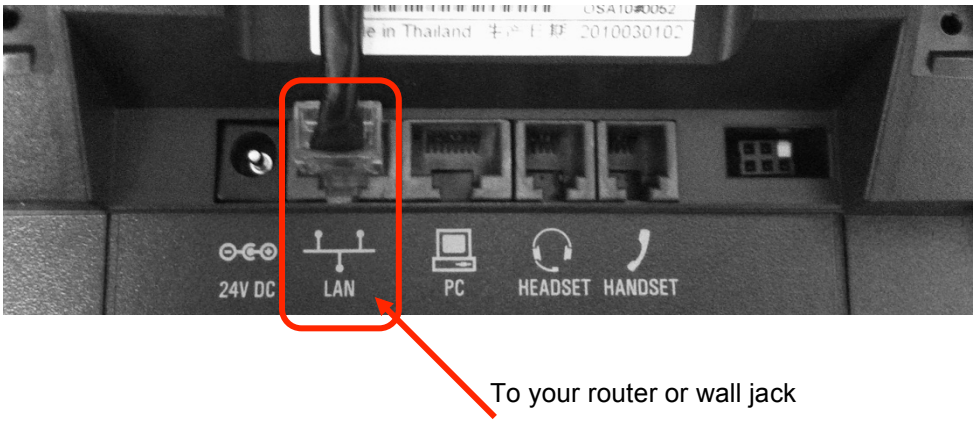
Use the included coiled handset cord and connect one end into the base of the handset and the other end into the handset port on the side of the phone labeled HANDSET (there is a handset port and a headset port)



2. Connect the Desk Phone

For your convenience, you have four options to connect your Desk Phones. You may use any or all of them

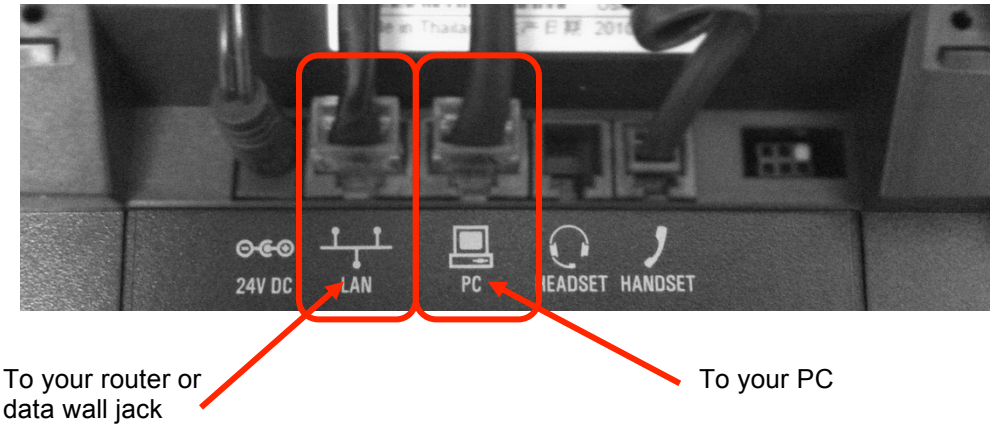
Option 1: Connect Desk Phones using your existing data network



Use the included phone cord and connect one end into the port on the back of the phone labeled and connect the other end into any data port on your network (router, switch or wall jack).

Option 2: Connect Desk phones using your existing data network then connect the phones to your computer

If you already have a computer using a wall data jack or router/switch port, unplug the computer from the network, then connect the phone using the steps in Option 1. Plug your computer into the port on the back of the phone labeled



Option 3: Connect phones wirelessly within 40' using the Wireless Adapter

The wireless adapter allows a desk phone to be used without a cord connecting it to the Wireless Transmitter. The range of the Wireless Adapter is 40 feet from the base unit.

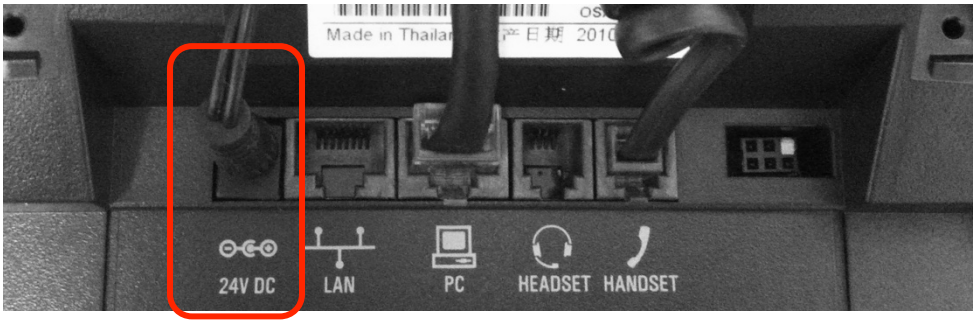
The wireless adaptor has its own power supply. Plug the phone's power cord into the short "power in" cord on the wireless adapter and then into the wall outlet. Then,

1. Plug the included LAN cable into the Wireless Adapter
2. Plug the other end of the LAN cable into the back of the phone using the port.
3. Plug the Wireless Adapter long power cord into an outlet

Note

To avoid interference or static on the phone, place the Wireless Adapter away from the phone as shown.

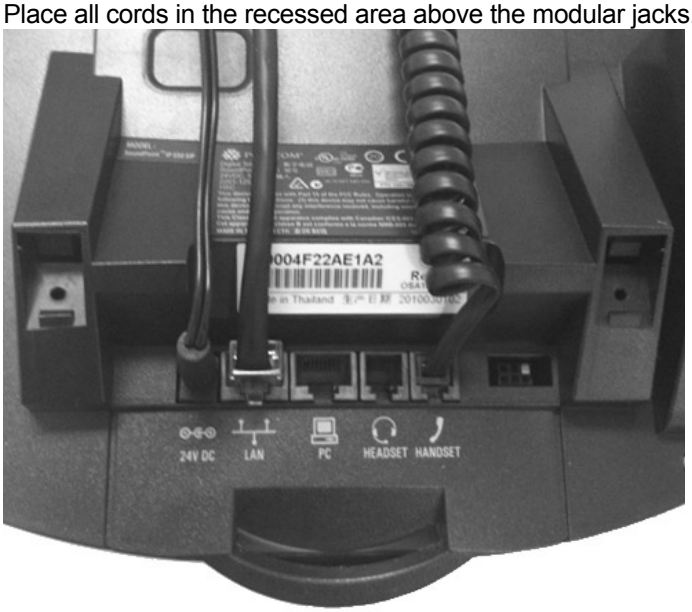
3. Connect Power to the Desk Phone
Use the included power cord and plug one end into the back of the phone and the other end into the wall outlet. The phone will indicate that it is configuring itself. Once the phone has finished its configuration, it is ready to make and receive phone calls.



Attaching the Base

To attach the Base to the phone:

1. Place all cords in the recessed area above the modular jacks.



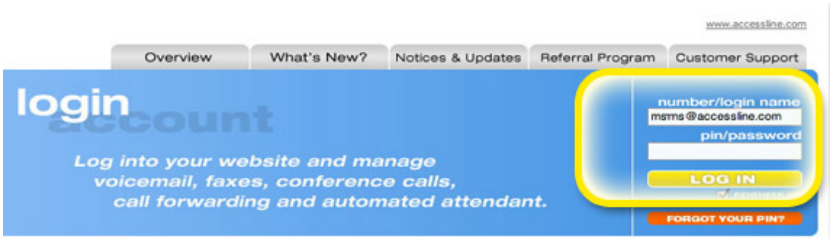
2. Align the two protrusions on the bracket with their corresponding holes in the phone.

3. Snap them together to lock the base to the phone.

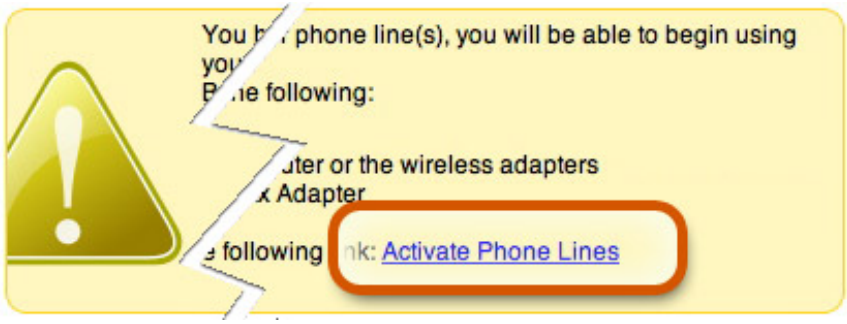
Activating the Service

Before you can make or receive calls, you need to activate your phone line(s). This also activates the billing for your phone line(s). To activate your phone line(s):

1. Go to www.accessline.com/login and enter your Administrator Portal login name and password



2. On the 1st screen, click “Activate Phone Lines” button



NOTE- You will activate all of your lines at once, so if there is no “Activate Lines” button, then you have already activated the lines.

4 Using Your DPS FLEX phone system

System Description

The DPS FLEX phone system supports up to 100 phones

- You can have as few as one phone at an address
- Cordless phones can be used in conjunction with Desk Phones or can be installed stand alone
- Through your Admin Portal, you can view information and make changes to phone system

Getting Started

This section of your Owner's Manual is your guide to using the DPS FLEX phone system and its features. It also explains how to program system settings for your Desk Phones and Cordless Phones.

Polycom 4 and 6-Line Desk Phones

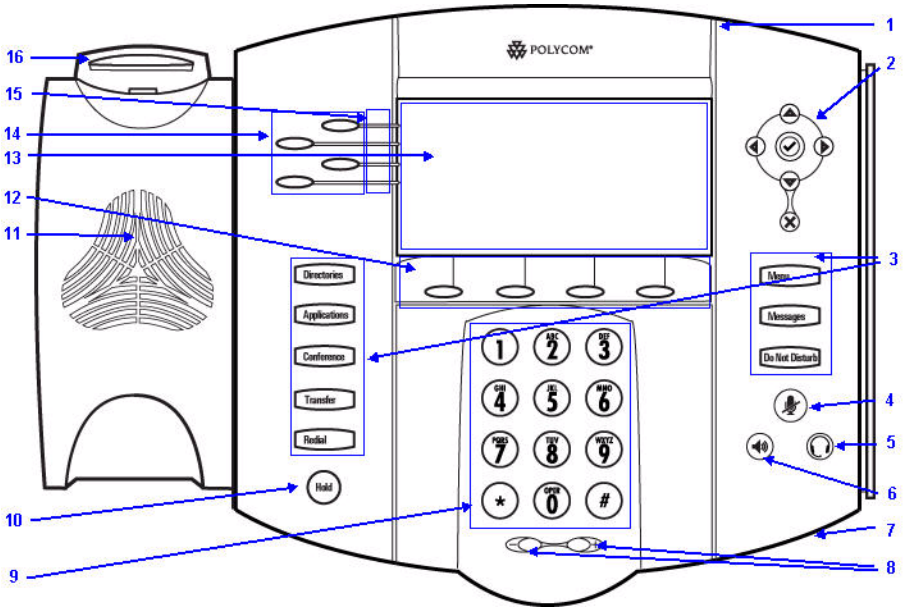
Introduction to your Polycom Desk Phone

The Polycom 4 and 6-Line Desk Phones provide a powerful, yet flexible IP communications solution, delivering excellent voice quality. The high-resolution graphic display supplies content for call information, directory access, and system status. The phones support advanced functionality, including multiple call appearances, HTTPS security and a suite of business phone features.

Some system settings are programmed through your Admin Portal website while others are programmed through the phone.

Before You Use Your Phone

The image below and table describe the various feature buttons of your phone. Depending which phone you have purchased, you will have either 4 or 6 call appearance keys on the left of the display screen.



	Item	Description
1	Message Waiting Indicator	Alert for voice messages
2	Arrow Keys	
		Scroll through displayed information.
		Select a field of displayed data.
		Delete displayed data.
3	Feature Keys	Access important features using these keys.
		Access to local directories and call lists.
		Provides customer service contact information
		Allows connection with multiple other parties for a conference.

	Transfer	Transfer of current call to third party.
	Redial	Dials most recently dialed party.
	Menu	Access various features of your phone
	Messages	Access to voicemail messages
	Do Not Disturb	Cancels ringing and directs incoming calls to your voice mail .
4	Microphone Mute	Mutes audio transmission locally during calls and conferences.
5	Headset	Allows you to place and receive calls through an optionally connected headset.
6	Speakerphone	Allows for hands-free communication during calls.
7	Hands-free Microphone	Picks up audio during hands-free calls. Place your phone on a hard, flat surface for best results.
8	Volume Keys	Adjusts the volume of the handset, headset, speaker, and ringer.
9	Dial Pad	Provides the 10 digits, the alphabetic characters, and special characters available in context sensitive applications.
10	Hold	Holds an active call or resumes a held call.
11	Speaker	For ringer and hands-free audio output.
12	Soft Keys	These keys are automatically labelled to identify their context-sensitive functions.
13	Graphic Display	Shows information about calls, messages, soft keys, time, date, and other relevant data.

14	Call Key	Use these keys to activate the 4 or 6 call appearance lines on your phone. The buttons on the screen display your extension numbed.
15	Line Indicators	Individual multi-color LEDs display the dynamic call state mapping is: •Solid green—An active call is in progress. •Fast flashing green—There is an incoming (ringing) call. •Flashing green—The call is held by the other party. •Flashing red—The call is on hold. •Solid red—The line is busy remotely (shared lines)
16	Hookswitch	

Using the Navigation Keys

To help you navigate menus and enter data, use these tips:

To scroll through lists, use and
Press the * key to page up. Press the # key to page down. Use these shortcuts when lists appear on more than one page.

To exit from any menu, press
To exit from any directory, press .
Use the dial pad keys to navigate through and make selections in numbered menu lists.

To enter text using the dial pad, press the number keys one or more times.

For example, for ‘A’ press 2 and for ‘C’ press 222. When in text entry mode, the title will show whether keys will generate digits (1), upper-case (A), or lower-case (a) characters— use the 1/A/a soft key to change—and whether keys will generate ASCII, Latin, Cyrillic, Katakana, or Unicode characters—use the Encoding soft key to change.

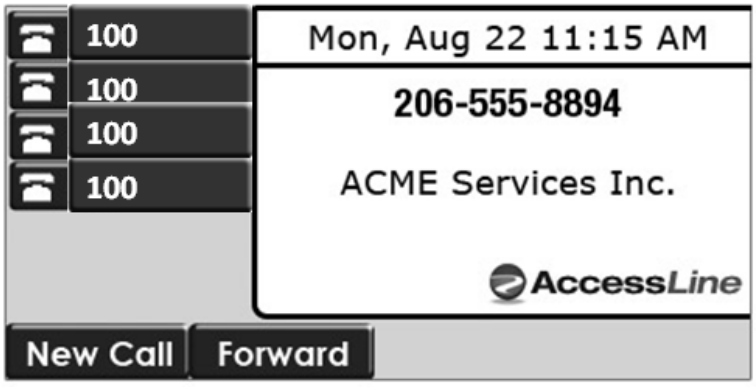
Information Screen

The display screen of your phone provides you with a host of important information elements.

The top line of the screen displays:

- Popup text (for example, network errors)
- Do Not Disturb text
- Missed call text or second incoming caller display
- Prompt text (for example, “Enter number”)
- Time and date text

The main content area of the screen displays the phone number assigned to the phone as well as you company name. As call come in, this area displays caller information.



Your extension number is displayed one time for each call appearance key. In this example you have 4 call appearance keys and may have up to 4 concurrent phone calls on this phone.

5 Customizing Your Phone

You can customize your Polycom 4 or 6-Line Desk Phone by adjusting the setting for time and date, display contrast, and ring type, for example. You can add contacts to the phone's directory manually or from call lists. You can handle incoming calls from different contacts in different ways.

This chapter provides basic operating instructions for Configuring Basic Settings

Configuring Basic Settings

You can configure the following basic settings through use of Menu :

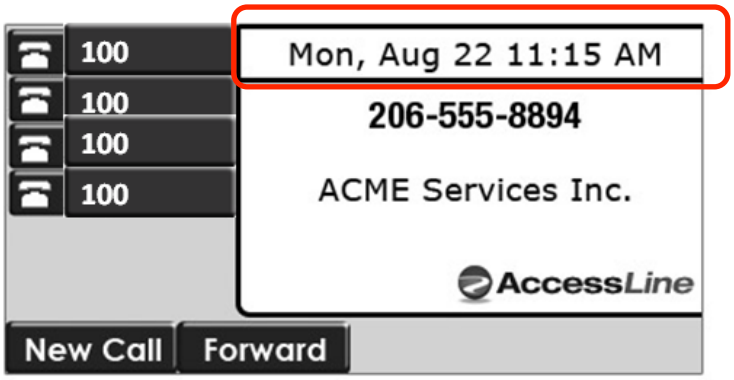
- Appearance of the time and date
- Display contrast
- Backlight intensity
- Headset Memory Mode
- Headset hookswitch selection
- Ring type
- Language support (localization)
- Background pattern
- Soft key label color

You can mute the microphone and adjust the volume using separate keys.

Changing the Appearance of Time and Date

The time and date appears on the graphic display of the Desk Phone. If the phone cannot obtain a time and date from the call server, the display will flash. Contact your system administrator if either the time or date is incorrect.

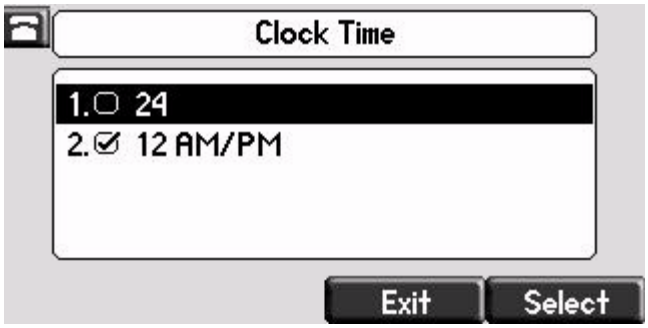
You can select from various formats for the time and date display. Select and set options that are right for you. You can also disable the time and date display, so the time and date do not display on the phone screen.



To configure the time and date formats:

1. Press Menu .
2. Select **Settings > Basic > Preferences > Time & Date**.
3. Select from **Clock Date, Clock Time, Clock Order,** or **Enable/Disable**.
4. Using ⏶ and ⏷, scroll through the options under each of these selections.
5. Press the **Select** soft key to confirm your choice.

   The following figure shows the Clock Time menu.

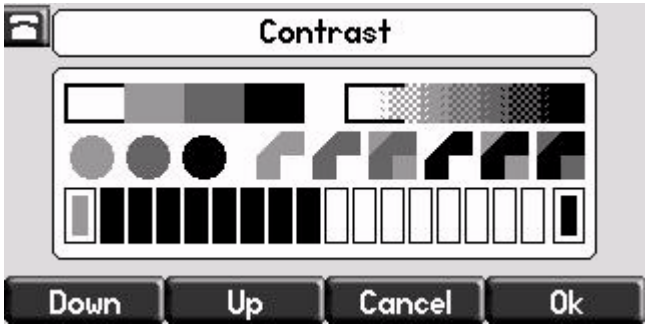


6. Press Menu to return to the idle display.

Changing the Display Contrast

To adjust the contrast on the display to a comfortable level:

1. Press Menu .
2. Select **Settings > Basic > Contrast**.



3. Press the **Up** or **Down** soft keys to increase or decrease the display contrast.

Note	*You can also use the volume keys to increase or decrease the display contrast.*

4. Press the **Ok** or **Cancel** soft keys to accept or cancel changes.

5. Press Menu to return to the idle display.

Changing the Backlight Intensity

Backlight intensity on the Desk Phone has three components:

- Backlight On
- Backlight Idle
- Maximum Intensity

You can modify the Backlight On intensity and the Backlight Idle intensity separately. You can select high, medium, low, and off levels for both.

When you modify the Maximum Intensity, you are modifying the entire backlight intensity scale. For example, if you decrease the Maximum Intensity, the low, medium, and high values for both Backlight On intensity and the Backlight Idle intensity decrease.

The Backlight On intensity applies for the following events:

- Any key press
- Hookswitch release
- Incoming call
- Ending a call, holding a call, resuming a call by the other party
- A voice or instant message received

If you do not press any keys on the phone after 20 seconds of the backlight turning on, the backlight dims (or changes) to medium in the following cases:

- A call is in progress
- A call is on hold
- There is an incoming call (ringing)
- There is an outgoing call (ringing back)
- Any menu shows on the display

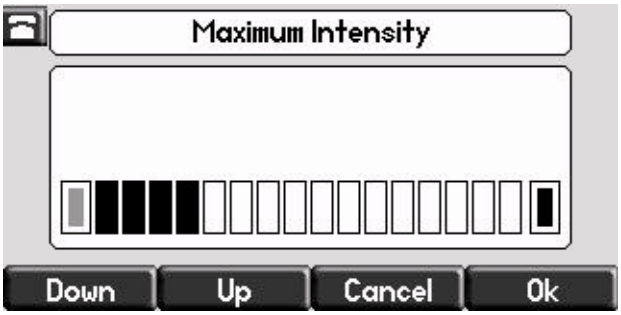
In all other cases, the Backlight Idle intensity applies.

To modify the backlight intensity:

1. Press Menu
2. Select Settings > Basic > Backlight Intensity.
3. Select Backlight On Intensity.

4. Use or to select high, medium, low, or off, and then press the Select soft key. The default level is medium.
5. Select Backlight Idle Intensity.

6. Use or to select high, medium, low, or off, and then press the Select soft key. The default level is low.
7. Select Maximum Intensity.



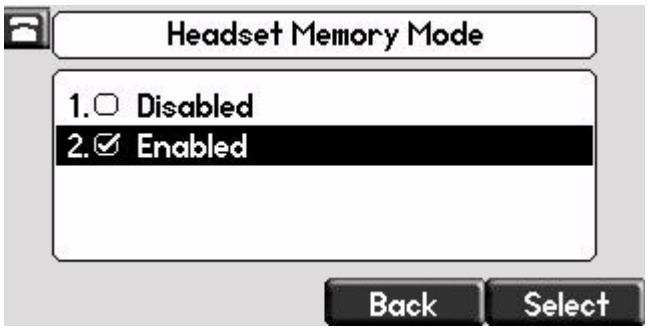
8. Press the Up or Down soft keys to increase or decrease the backlight intensity.
9. Press the Ok or Cancel soft keys to accept or cancel changes.
10. Press Menu to return to the idle display.

Enabling the Headset Memory Mode

This feature is especially useful for permanent or full-time headset users.

To permanently enable the Headset Memory Mode:

1. Press Menu
2. Select **Settings > Basic > Preferences > Headset... > Headset Memory...**
3. Use ▲ or ▼ to select Enabled, and then press the **Select** soft key.



4. Press Menu to return to the idle display.

Repeat steps 1 to 4 to select Disabled and turn Headset Memory Mode off.

To activate Headset Memory Mode:

Press 🎧 twice.

The flashing headset icon on the graphic display or a flashing headset key

indicates that the headset mode is activated. Pressing or the **Answer** soft key to receive a call will now connect to your headset automatically.

Selecting the Correct Headset for Electronic Hookswitch

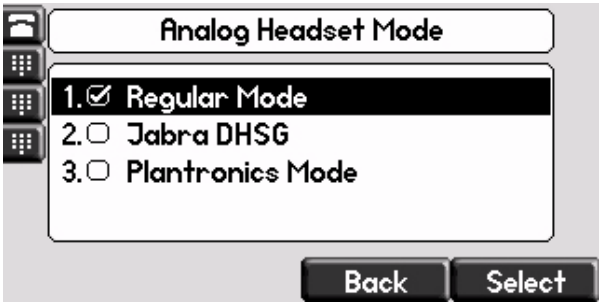
This feature allows you to answer your phone when you are using a headset.

POLYCOM

For information on supported headsets to provide electronic hookswitch features for placing, answering, and ending calls, go to www.polycom.com/support/voice and enter "Headset Compatibility List" in the Knowledge Base text box or contact your system administrator.

To select a headset that supports electronic hookswitch:

1. Press Menu .
2. Select **Settings > Basic > Preferences > Headset > Analog Headset Mode**.
3. Use ▲ or ▼ to select your headset, and then press the **Select** soft key.



4. Press Menu to return to the idle display.

Selecting the Ring Type

You can select different ring types to distinguish lines or to distinguish your phone from your neighbor's phone.

To change the incoming ring type:

1. Press Menu .
2. Select **Settings > Basic > Ring Type**.

3. (Optional.) If multiple lines are configured on your phone, first select the line to change from the list using the ⊙ and ⊙.
4. Use ⊙ and ⊙ to select the desired ring type.

   To hear the selected ring type, press the **Play** soft key.

5. Press the **Select** soft key to change to the selected ring type.
6. Press Menu to return to the idle display.

Note	*If you configure your Desk Phone with a silent ring, press the flashing Call Key or the **Answer** soft key to answer the call. If your handset is off hook, the call is routed to the handset. If your handset is on hook, the call is routed to the speaker.*

Changing the Language

Many languages are supported by the Desk Phone.

To change the language:

1. Press Menu.
2. Select **Settings > Basic > Preferences > Language**.
3. Use ⊙ and ⊙ to highlight the language you want.

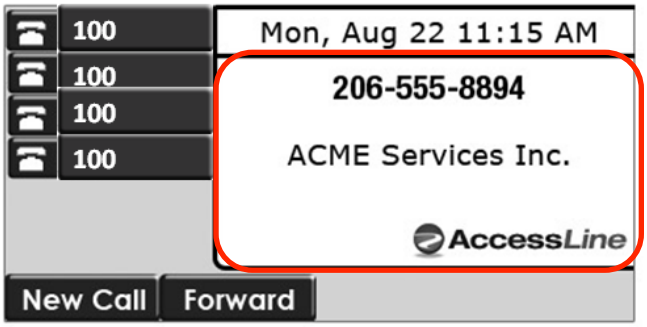
4. Press the **Select** soft key.

   Text that appears on the graphic display will change to the language of your choice.

5. Press Menu to return to the idle display

Changing the Graphic Display Background

You can change the picture or design that appears on the graphic display. A default background displays when the phone starts up (shown below).



To change the graphic display background:

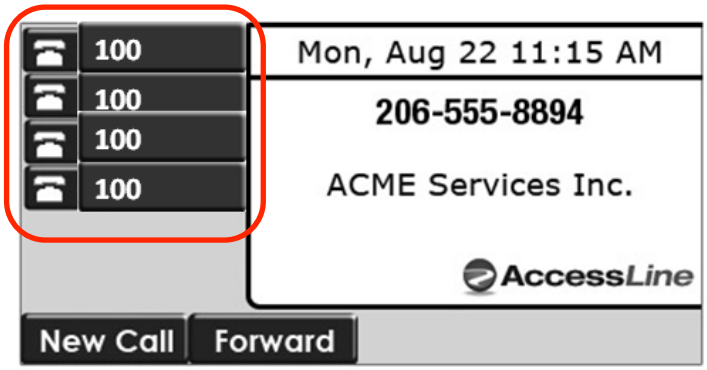
1. Press Menu .
2. Select **Settings > Basic > Preferences > Backgrounds**.
3. Use ▲ and ▼ to highlight the background you want.

4. Press the **Select** softkey.

5. Press Menu to return to the idle display.

Changing the Soft Key Label Color

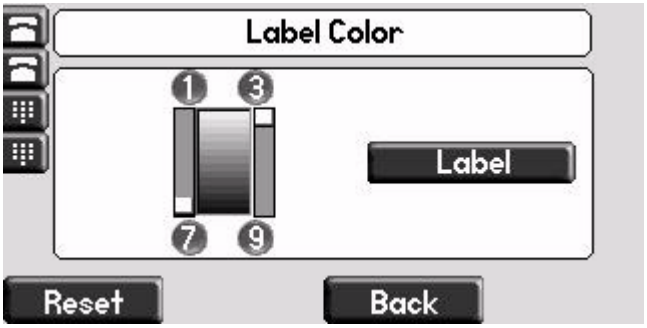
You can change the soft key label color that appears on the graphic display. A default soft key label color displays when the phone starts up (shown below).



To change the soft key label color:

1. Press Menu .

2. Select **Settings > Basic > Preferences > Label Color**.



Using the dialpad keys 1, 3, 7, and 9 change the soft key color to your desired color. The **Label** soft key on the right reflects your changes.

Note	*When the color of the label reaches a certain level of whiteness, "Cannot save this color. Text might be unreadable." appears. This popup appears only the first time the color reaches that level.*

3. Press the **Save** soft key.
   Press the **Reset** soft key to reset the color to the default color. Press the **Undo** soft key to undo your last change.
4. Press Menu to return to the idle display.

Adjusting the Volume

Press to adjust receiver volume during a call. Pressing these keys in the idle state adjusts the ringer volume.

Note	*To conform to regulatory requirements, handset and headset volume will return to a preset level after each call.*

6 Managing Incoming Calls

You can distinguish incoming calls by setting distinctive rings for contacts in your contact directory, sending particular calls directly to your voice mail, or transferring particular calls to another party.

Rejecting Calls

You can customize your phone so that incoming calls from a particular party are immediately sent to your voice mail.

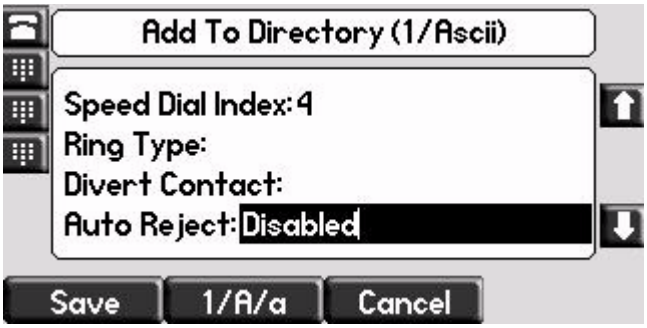
1. Press Directories
2. Select **Contact Directory**.
3. Use ▽ and △ to highlight the contact.

You can also use the * key to page up and the # key to page down

Rejecting calls is not available on shared lines.

T
o

4. Press the **Edit** soft key, and then scroll down to the Auto Reject field.



5. Use the ◁ and ▷ to select Enabled.
6. Press the **Save** or **Cancel** soft keys to accept or cancel changes.
7. Press Directories to return to the idle display.

Diverting Calls

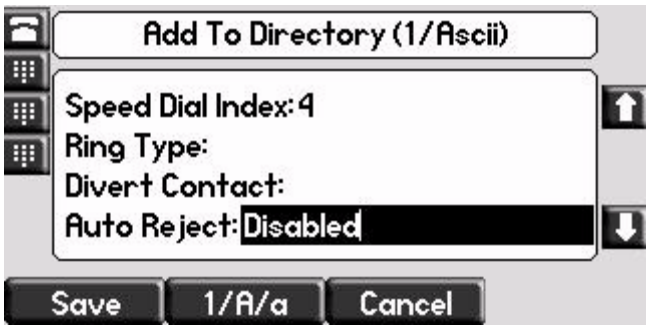
You can customize your phone so that incoming calls from a particular contact are transferred directly to a third party.

To divert incoming calls from a particular contact:

1. Press Directories .
2. Select **Contact Directory**.
3. Use △ and ▽ to highlight the contact.

You can also use the * key to page up and the # key to page down.

4. Press the **Edit** soft key, and then scroll down to the Divert Contact field.



5. Enter the number of the party to whom you want to divert the call.
6. Scroll down to the Auto Divert field.
7. Use the and to select Enabled.
8. Press the **Save** or **Cancel** soft keys to accept or cancel changes.
9. Press

to return to the idle display.

7 Desk Phone– Basic Call Features

Answering a call

Each phone has been assigned a phone number from AccessLine. When that phone number is dialed, the phone associated with that phone number will ring.

When you are not in another call, you can answer a call in three ways:

- Using the handset
- Using the speakerphone
- Using the headset

In all cases, the active call will appear on the graphic display showing call duration and destination.

To answer a call using the handset:

Pick up the handset.

To answer a call using Hands-Free Speakerphone mode:

Do one of the following:

Press .

With the handset on-hook, press (next to the flashing green status indicator).

Press the Answer soft key.

To answer a call using the headset:

Press

If Headset Memory Mode is activated, press

Answering When on Another Call

Depending on your phone model you can take up to 4 or 6 calls on your phone. If you are on a call and another call comes in to your phone you will hear a tone from the phone and the next available Call Key will flash green. There are two ways to answer the second call:

To answer an incoming call

Do one of the following:

Press next the flashing green indicator.

The first call is placed on hold and the second call becomes the active call.

Press

or the **Hold** soft key to place the original call on hold. Press the **Answer** soft key.

Note	*Incoming calls may be forwarded by pressing the **Forward** soft key .*

Inbound Caller ID

Caller ID Name and Number are presented on the screen of your phone with each inbound call.

Placing a call

You can place a call in many ways using your Desk Phone:

- using the handset
- using the speakerphone
- using the headset

You can also dial the number first—called “hot dialing”— and then choose the method you will use to speak to the other party.

You can search the call lists, the local contact directory or the corporate directory and dial from the search results page.

During a call, you can alternate between Speakerphone Hands-Free, Headset, or Handset modes by pressing the or keys, or picking up the handset.

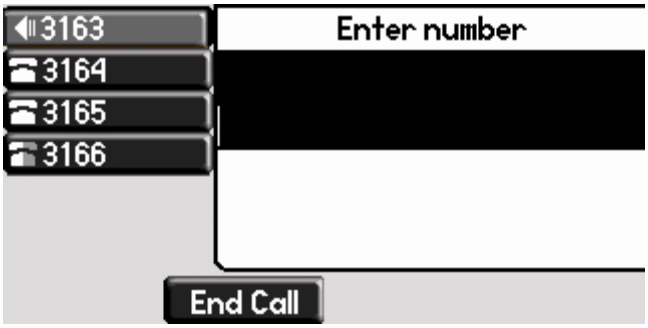
The call duration of active calls is visible within the active call window on the graphic display.

To place a call using the handset:

Do the following steps in any order:

Pick up the handset.

Dial the number using the dial pad.



To place a call using Hands-Free Speakerphone mode:

Do one of the following:

With the handset on-hook

1. Press or or the New Call soft key to obtain dial tone.
2. Dial the number using the dial pad.

With the handset on-hook

1. Dial the number using the dial pad.
2. Press , or the Dial Softkey

To place a call using the headset:

Do one of the following:

With the optional headset connected

1. Press or the NewCall soft key to obtain dial tone.
2. Press
3. Dial the desired number using the dial pad.

With the optional headset connected:

1. dial the desired number using the dial pad.
2. Press .

Placing a second call

While on a call, you may place that call on hold and make a second call. There are two ways to place another call:

Method 1

1. Place the first call on hold AND at the same time get dial tone to make the second call by pressing the next available Call Key .
2. Dial the 10-digit phone number or 3-digit extension number
3. Press the Send softkey
4. Once you have done this, the Call Key will display your call.

Method 2

1. Press the Hold button or Hold softkey. This will place your caller on hold
2. Press the next available Call Key
3. Dial the phone number or 3-digit extension number. You will be connected to that party
4. You may switch between calls by using the Call Keys and using the resume soft key to connect to that call

Note	*You do NOT need to dial 9 to make a phone call.*

Ending Calls

To end a call:
Do one of the following:

- If you are using the handset, press the EndCall soft key or replace the handset.
- If you are using a headset, press .
- If you are using the speakerphone, press.

Forwarding Calls

You can configure your phone so that all incoming calls are forwarded to another party (refer to Static Forwarding). You can also forward calls while your phone rings (refer to Dynamic Forwarding).

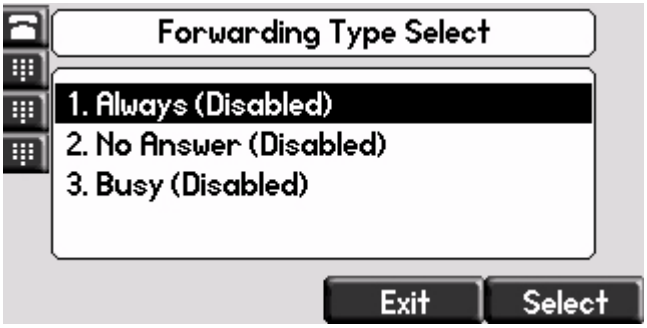
All incoming calls can be forwarded to another party while Do Not Disturb is enabled on your phone.

Static Forwarding

Static Forwarding allows you to send ALL incoming call to another phone number or extension. When Static Forwarding is enabled, your phone will not ring.

To forward all incoming calls to another party:

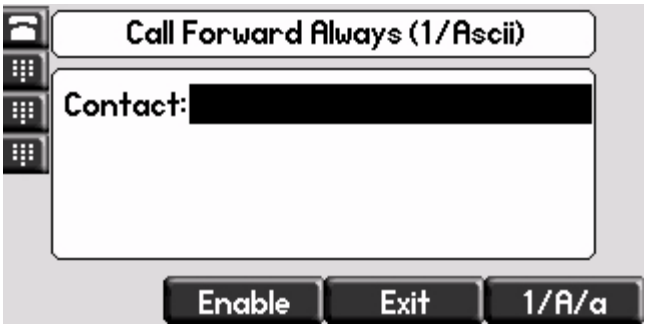
1. From the idle display, press the Forward soft key.



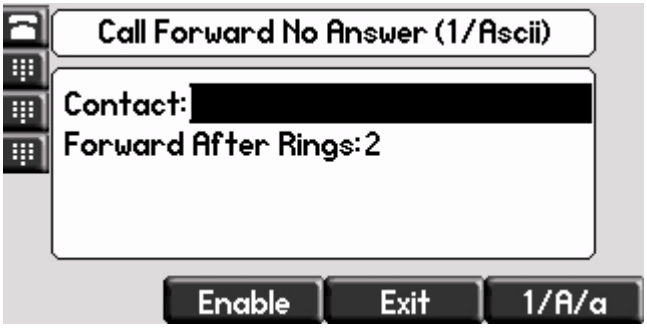
2. Using and , select the forwarding type you want to change, and then press the Select soft key. The options are:
   - Always—To forward all incoming calls
   - No Answer—To forward unanswered incoming call
   - Busy—To forward calls that arrive when you are already in a call

3. Depending on your selection:

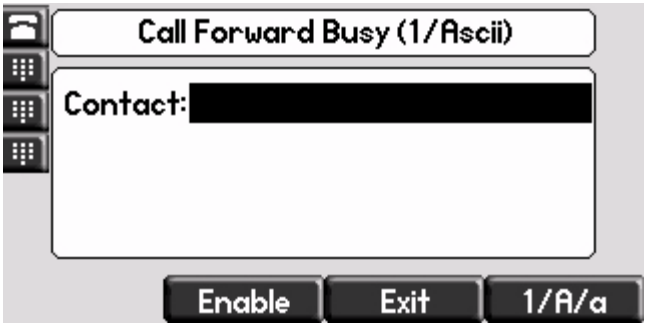
   a If you selected Always, enter a number to forward all future incoming calls to.



   b If you selected No Answer, you will see that your phone number is entered in the Contact field by default. By entering your own phone number in this field, the phone will send callers to your voicemail box if you do not answer. You may enter a number to forward all unanswered incoming calls to and how many rings to wait before forwarding (one ring is approximately six seconds). A value of 2 is recommended.



c If you selected Busy, you will see that your phone number is entered in the Contact field by default. By entering your own phone number in this field, the phone will send callers to your voicemail box if your phone is busy. You may enter a number to forward all future incoming calls to when all of your incoming lines are busy



4. Select the Enable soft key to confirm call forwarding.

A moving arrow appears on the Call Key to confirm call forwarding is enabled.

To Disable Call Forwarding:

1. From the idle display, press the Forward soft key.
2. Using and , select the forwarding type you want to change and then press the Select soft key.
3. Press the Disable soft key.

The idle display returns and the regular icon appears within the Call Key..

Dynamic Forwarding

Dynamic Forwarding allows you to forward an INCOMING call to another phone number or extension while your phone is ringing. You may only use Dynamic Forwarding while your phone is ringing.

To forward an incoming call to another party:

1. When the phone rings, press the Forward soft key.

2. Enter a number to forward the incoming call to.
3. Press the Forward soft key again.

The incoming call is forwarded to the other party. If call forwarding is disabled, all future calls will not be forwarded and forwarding will remain disabled.

Enabling Do Not Disturb

Do Not Disturb prevents the phone from ringing and sends callers directly to your voicemail box.

To enable Do Not Disturb:

Press Do Not Disturb

A flashing icon and text on the graphic display indicate that Do Not Disturb is enabled.

Calls received while Do Not Disturb is enabled are logged in the Missed Calls list .

To disable Do Not Disturb:

Press Do Not Disturb again.

Call Management Features

Call Hold

To place a call on hold

During a call, press Hold or the Hold soft key. The hold icon will display on the Call Key label. The caller will hear the standard hold music or your custom hold music/message.

Press Hold again or the Resume soft key to retrieve the call.

Multiple Calls on Hold

If calls are on hold, you can view the details of the calls on any Call Key by pressing and holding the Call Key for more than two seconds. If a Call Key is depressed for less than one second, the first call on hold on that Call Key will be retrieved.

Note	*The Hold feature typically generates music . Therefore, avoid putting a conference call on hold.*

Conferencing Calls

You can create a conference with other parties using the phone's local conference feature. There are two ways to do this.

- Joining two calls
- Adding calls

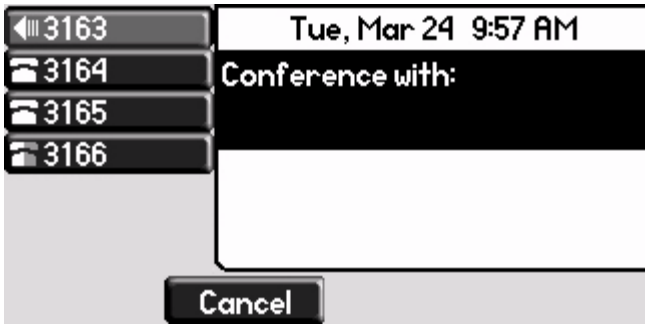
Joining Calls

You can create a conference at any time between an active call and a call on hold by pressing the Join soft key. The **Join** function is only available if you have only two calls on your phone.

To **Join** two calls with yourself:

1. Have one call on hold while talking to another
2. Press the More soft key then press the Join soft key. You will then be connected to both callers.

.



Splitting Joined Calls

After you have joined two calls, you may split those calls back to their individual calls.

To split a Joined call:

Press the Split soft key to split the joined calls.

All calls are split into individual calls and put on hold

Setting Up Conference Calls

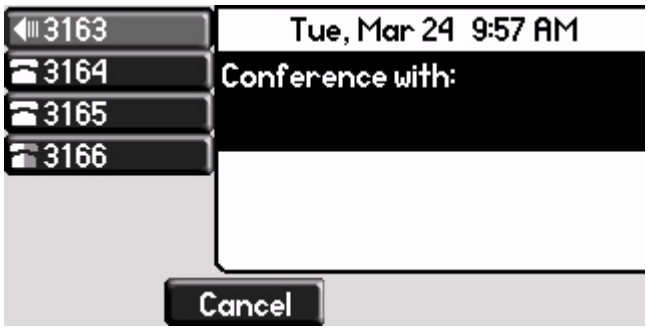
You may conference up to two calls plus yourself (a 3-way call).

To set up a conference call:

1. Call the first party.
2. Press

or the Confrnc soft key to create a new call.

.



Note	*All conference participants hear the dial tone and ringback when the conference host places a call to a new party.*

3. Call the second party. The new party will be automatically joined to your call.

Splitting Conference Calls

After you have created a conference call, you may split those calls back to their individual calls.

To split a conference call:

Press the Split soft key to split the conference.

All calls are split into individual calls and put on hold.

Ending Conference Calls

To end a conference call:

From the Active Conference page, press the EndCall soft key or hang up.

The other parties will continue to be connected.

Transferring Calls

Call Transfer allows you to send an active call to another phone number or extension. A call can be transferred in one of two ways:

- Consultative transfer—The party to whom you want to transfer the call answers their phone before you transfer the call or hang up. You can consult with them before completing the transfer.

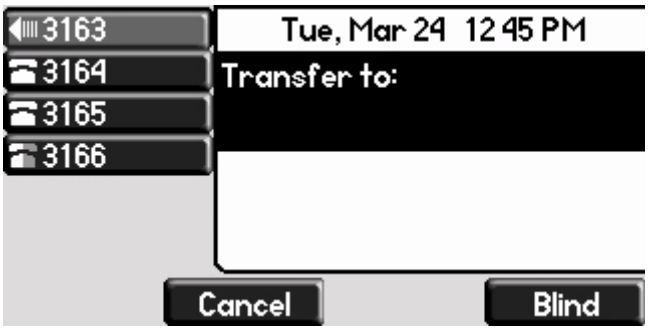
- Blind transfer—The call is automatically transferred after you dial the number of the party to whom you want to transfer the call.

Performing a Consultative Transfer

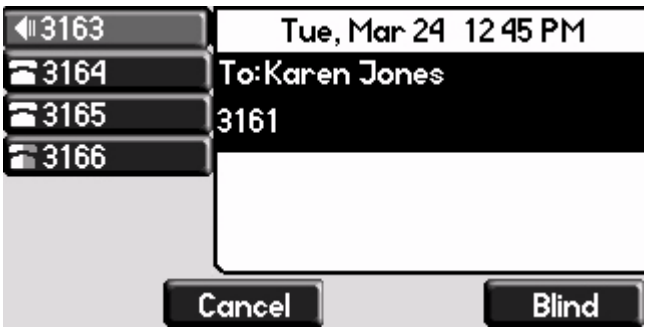
To transfer a call:

1. During a call, press the Transfer or the Trnsfer soft key.

The active call is placed on hold.



2. Enter the number to which you want to transfer the call.—
3. As soon as you hear the ring-back sound or after the party answers (and you speak to the party), press Transfer or the Trnsfer soft key.



You can talk privately to the party to which you are transferring the call before the transfer is completed.

If you are using a handset, the transfer can be completed by putting the

handset on the cradle.

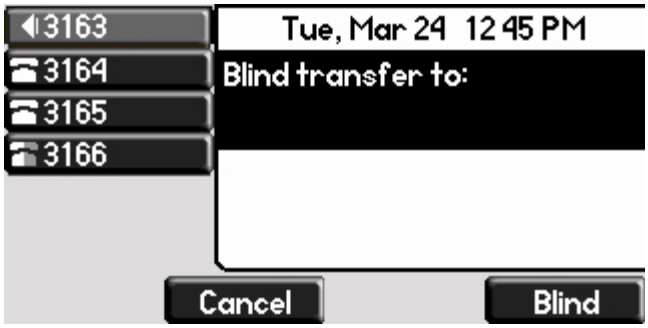
You can cancel the transfer before the call connects by pressing the Cancel soft key.

Performing a Blind Transfer

Blind transfer allows you to transfer a call to another number or extension without talking to that person first

To perform a blind transfer:

1. During a call, press Transfer or the Trnsfer soft key.
2. Press the Blind soft key.



3. Enter the number to which you want to transfer the call

At this point, the call is connected to the number to which you are transferring them.

Note	*Transferring an external call to an external number ties up two lines. If you wish to avoid tying up two lines, please refer to "If you phone has 2 calls active, please refer to "Using Network-based Call Transfer"*

Call Transfer to Voicemail

You may transfer any caller to a specific voicemail box belonging to any other user on the system.

1. Receive or place a call on your Desk Phone
2. Press the TRANSFER key Transfer
3. Press the Blind soft key
4. Dial *99 followed by the extension number of the desired person. DO NOT HANG UP

5. Once the call has transferred to the desired voicemail box, your line will hang up. Do not hang up the phone until the line has disconnected.

Using Network-based Call Transfer

This call transfer method is used when you want to transfer a call without tying up two lines on your phone system. It uses the AccessLine network to transfer the call instead of the phone system.

1. Receive a call on your Desk Phone
2. Touch #5 to start the transfer (this will place your caller on hold)
3. At the dial tone, enter the extension or phone number you want to transfer the caller to
4. When the transfer party picks up the phone, touch #5 again.
5. All three of you will be connected.
6. Hang up and the two parties are connected (without tying up any of your lines)

Note	*If the transfer party does not pick up the phone, touch #6 to return to the original caller.*

Call Park

To Park a call

Parking a call is very similar to putting a call on hold. The key difference is, when you put a call on hold you can only retrieve the held call from the phone that put the call on hold. With Call Park, you can put a call on hold and pick it up from ANY phone within the same Call Park Group. Through the Admin Portal, Call Park Groups can be creates so specific groups of phones can park calls for each other. If you do not create specific Call Park Groups, all phones are automatically assigned to the Standard Call Park Group.

To create a Call Park Group which allows specific phone to park calls for each other, login to the Admin Portal and click the Groups Tab then select Call Park Groups.

To Park a Call:

1. While on a call, press the More soft key
2. Press the Park soft key
3. The phone will respond with a voice prompt such as “Call Parked on 9001”. The caller will hear hold music.

4. To pickup the parked call, anyone on any phone may dial the park number (9001 in this example) to be connected with the caller.

Note	*When a call is parked on a phone, one of the lines on that phone is used until the call is picked up by another phone.*

Paging (Intercom)

To page to all phones

Paging allows you to speak to all phones at the same time through their speaker phone. If you pick up the handset during a page, you will hear the message in the handset. Paging is used to make announcements such as "Jim, you have a visitor in the lobby" or to let people know about a parked call such as "Susan, you have a call waiting on Park 9001". Paging will only notify phones not in use or not set to DND.

To group specific phones so only they receive specific Paging calls, login to the Admin Portal and click the Groups Tab then select Paging Groups.

Initiating a Page

1. Either pickup the handset or uses the speaker phone
2. Dial the Paging Group (9100 is the Standard Paging Group for all phones).
3. Wait for the tone
4. Make your announcement which will be heard on all phones (except phones set to DND or phones in use).
5. Hang up the phone when finished

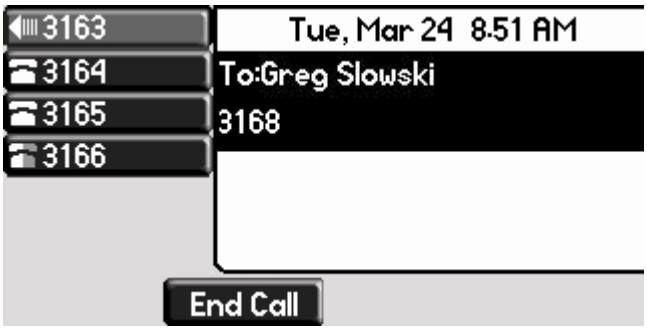
Redial

The Redial function places a call to the last number dialed. To use the Redial function,

Press

.

A call to your last placed call is attempted.



Note	*If a number on an incoming call matches a number in the system speed dial list, the name in the list will be displayed.*

Mute

The mute feature allows you to hear the other party, but they cannot hear you.

During a call, press . The Message Waiting Indicator turns red and a microphone on the screen indicates that the other party (or parties) cannot hear you.

Microphone Mute applies to all modes: Handset, Headset, and Hands-free Speakerphone. You can still hear all other parties while mute is enabled.

To turn off Microphone Mute, press again.

8 Using Voicemail

Each phone receives a Voicemail box which can record up to 90 minutes of messaging with a maximum of 5 minutes per message. Each user can record his or her personal greeting for the voicemail box. Voicemail is automatically saved for 90 days.

Messages can be retrieved from the Desk Phone, any other phone or through a personal website at www.accessline.com/login . Your phone indicates the presence of new voicemail messages by a flashing Message Waiting Indicator LED on the front of the phone and a visual notification on the screen as well as a presenting a voicemail icon within the line indicator.

Additionally, your voicemail box can send an email to alert you of the new message.

Setting up the voicemail box for the first time

1. Press the fixed key with the envelope graphic
2. Enter your temporary PIN when prompted (0000).
3. Follow voice prompts to record your name and unavailable greeting and change your PIN.

Retrieving messages from your Desk Phone

1. Press the Voicemail Button [Messages]
2. Enter your PIN when prompted.
3. The system will say, "You have x new and y old voicemail messages"
4. The following options are available through the keypad

1	Replay message
2	Delete message
5	Confirm deletion
3	Mark message as new (Only used when listening to old messages.)
5	Go to next message
6	Forward message
7	Go to previous message
8	User Options (Change PIN, record greeting)
9	Place a call
9 *	Return the call
9 * 1	Hear the return number
5 5	Skip to old messages
7 7	Go back to beginning of messages
0	Help

Retrieving messages when you are away from the office

1. Dial your Desk Phone and allow it to ring
2. When your voicemail greeting begins to play, enter your PIN over your greeting.

Returning a Call

1. While listening to a message or after listening to a message, press 9* to call that person back
2. You may return to your voicemail box WITHOUT calling back in by pressing ## after talking to the person you called back

Change your Voicemail PIN

1. Press the fixed key with the envelope graphic
2. Enter your PIN when prompted
3. Press 8 for User Options
4. Press 7 to change your PIN
5. Enter the new 6 to 10-digit PIN when prompted.

Record a Personal Greeting via the Phone

1. Press the fixed key with the envelope graphic, or dial the phone's phone number.
2. Enter your PIN when prompted or enter your PIN over the greeting.
3. Select 8 for User Options
4. Select 1 to record your Unavailable Greeting. Follow the instructions.

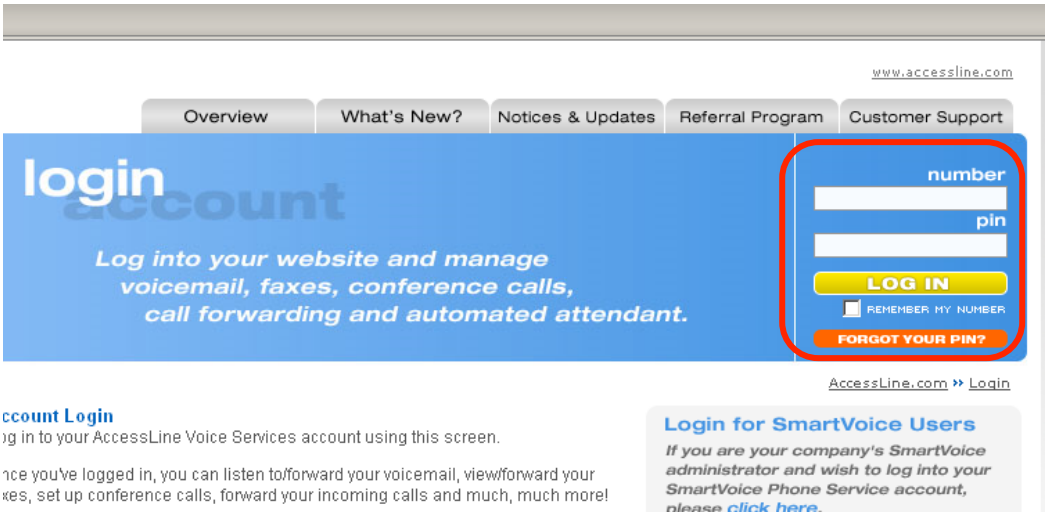
Forward Voicemail Messages via the Phone

A user can forward a voicemail from his or her voicemail box to another voicemail box or group of voicemail boxes.

1. Once logged in to your voicemail box, press 1 to listen to your message(s)
2. Press 6 at any time while listening to the message to for after the message
3. Press 1 to forward the message
4. Enter the phone number, extension number or group number to receive the message
5. Record an introduction to the message.
6. Touch * to send the message

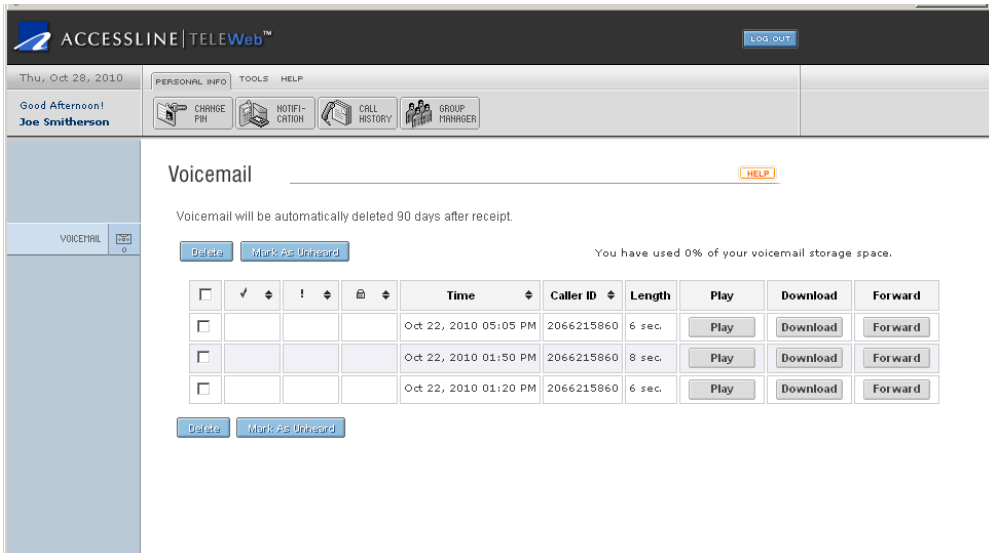
Logging into your Voicemail Box via the Web

1. Go to www.accessline.com/login
2. Enter your Desk Phone Number and PIN
3. Click Login


www.accessline.com
Overview
What's New?
Notices & Updates
Referral Program
Customer Support
login
account
Log into your website and manage
voicemail, faxes, conference calls,
call forwarding and automated attendant.
number
pin
LOG IN
REMEMBER MY NUMBER
FORGOT YOUR PIN?
AccessLine.com ›› Login
ccount Login
ıg in to your AccessLine Voice Services account using this screen.
ıce you've logged in, you can listen to/forward your voicemail, view/forward your
ĸes, set up conference calls, forward your incoming calls and much, much more!
Login for SmartVoice Users
If you are your company's SmartVoice administrator and wish to log into your SmartVoice Phone Service account, please click here.

Retrieving messages via the Web

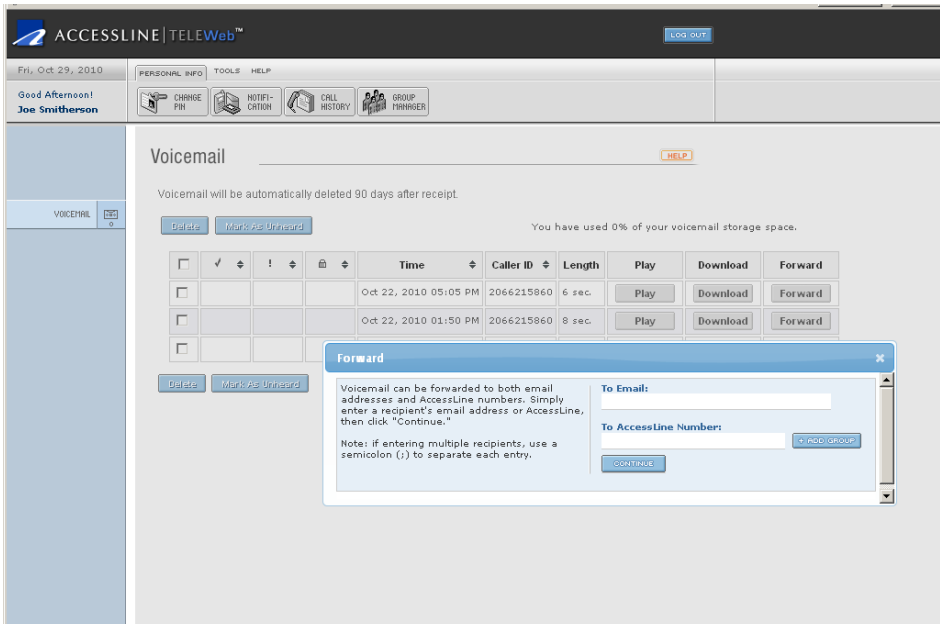
1. Once logged in, click the Play button associated with the voicemail message you wish to listen to
2. The voicemail message will play through your speakers



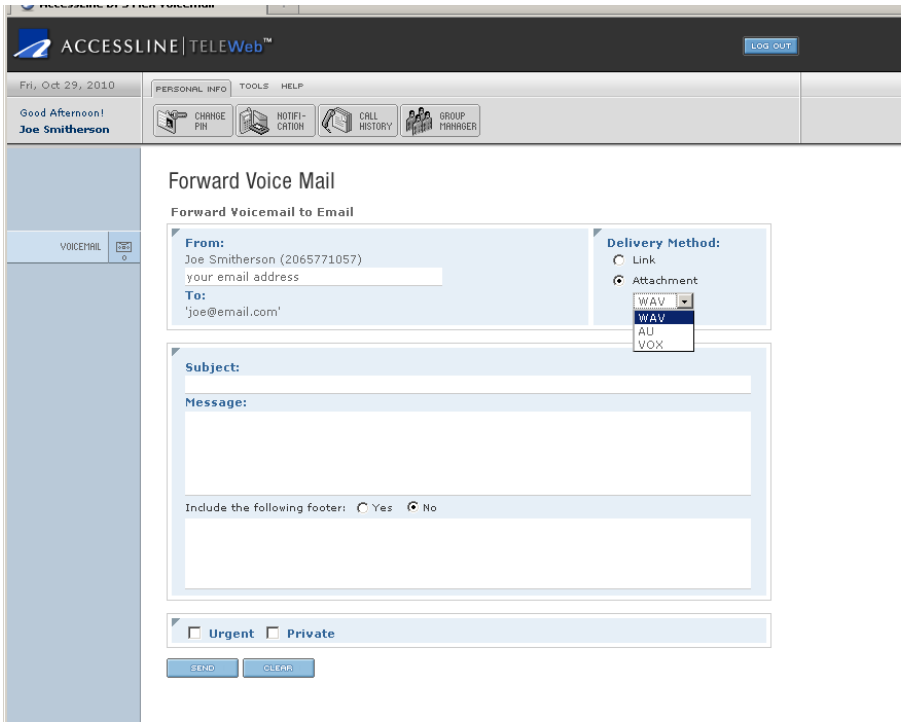
Forward Voicemail Messages via the Web

A user can forward a voicemail message from his or her voicemail box to another voicemail once logged into the personal website. Voicemail messages my be forwarded via email to anyone or forwarded directly into another person's voicemail box (providing they are in your company and have an AccessLine phone)

1. Once logged in click the Forward button associated with the voicemail message you wish to forward
2. Enter one or more email address or one or more AccessLine phone numbers
3. Click the Continue button



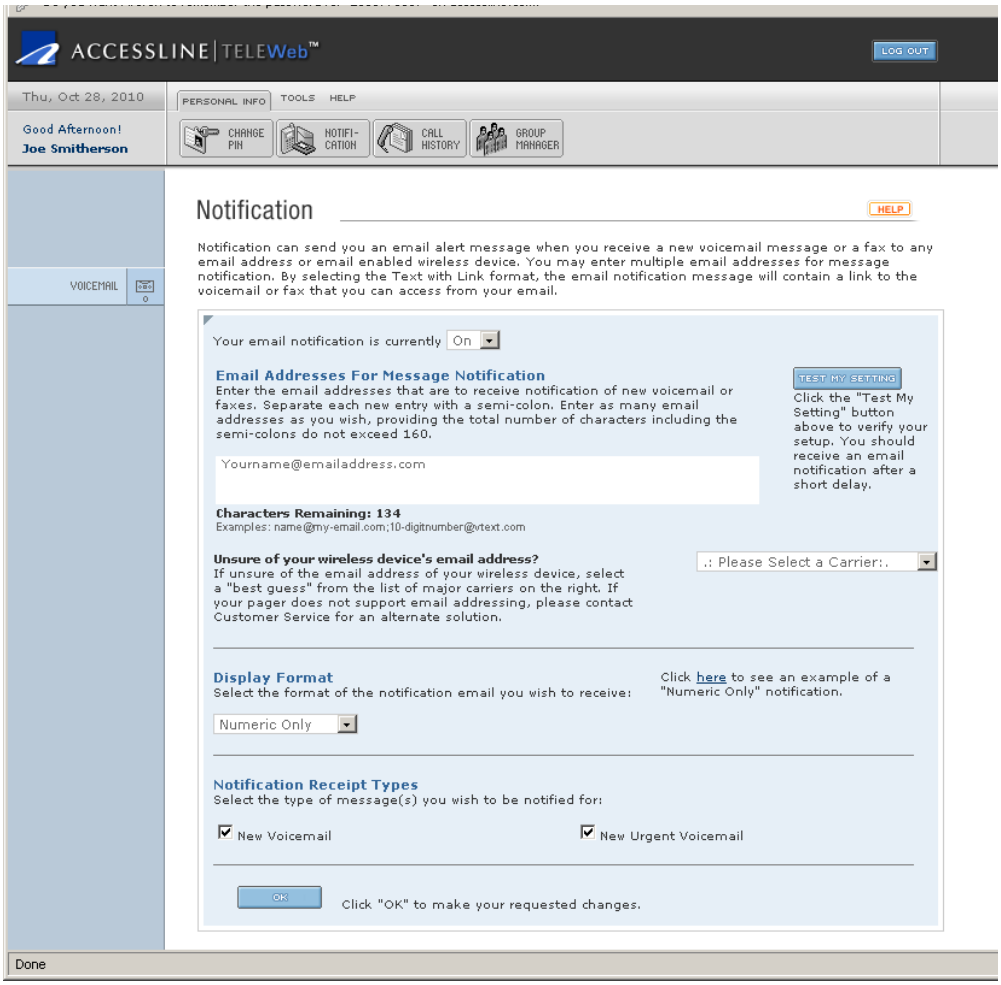
4. If you have entered email address, fill in your email address, the subject line and any message you wish to include
5. Select the delivery method: Send a link to the voicemail message or sent the voicemail message as an attachment
6. Click the Send button when finished



Voicemail Notification via Email

You may setup your voicemail box to send you an email alert whenever someone leaves you a voicemail message.

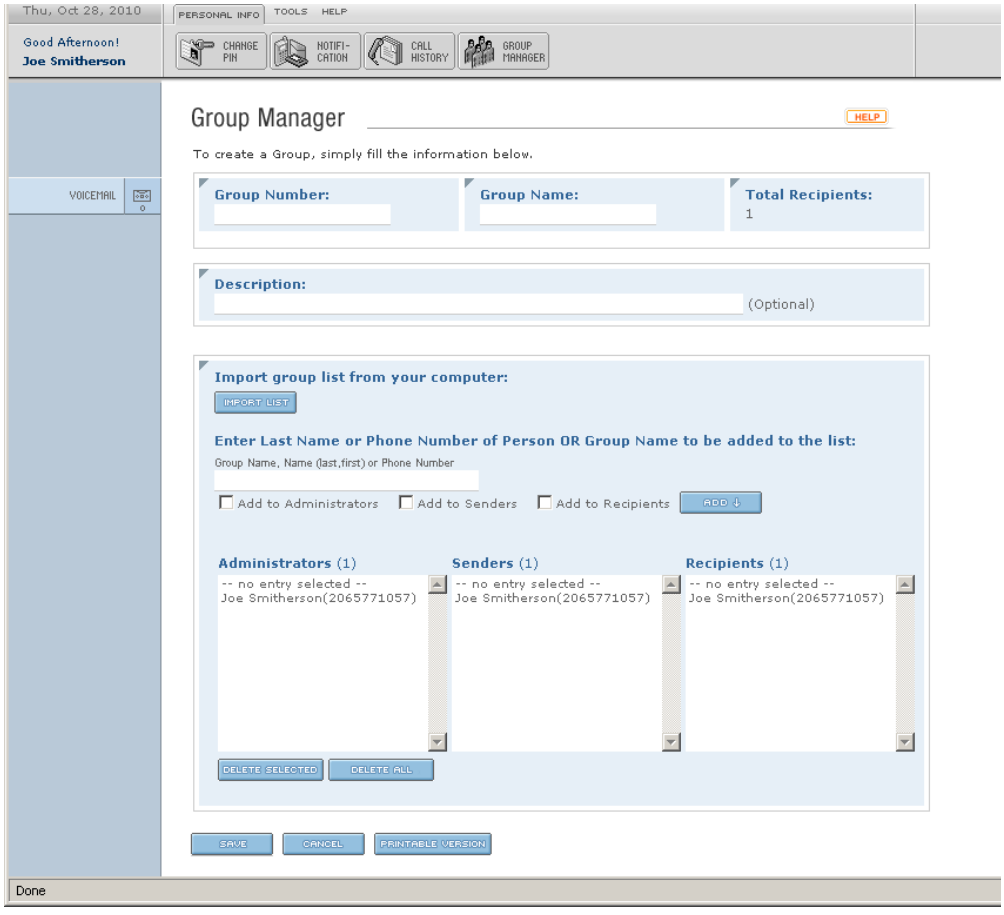
1. Go to www.accessline.com/login
2. Enter your Desk Phone Number and PIN
3. Click Login
4. Select the Personal Info Tab at the top of the web page
5. Select the Notification button
6. Enter your email address in the space provided (you may enter multiple email addresses)
7. Select the Display Format (what the email message looks like)
8. Click Ok to save your changes


ACCESSLINE | TELEWeb™
LOG OUT
Thu, Oct 28, 2010
PERSONAL INFO
TOOLS
HELP
Good Afternoon!
Joe Smitherson
CHANGE PIN
NOTIFI-CATION
CALL HISTORY
GROUP MANAGER
VOICEMAIL
Notification
HELP
Notification can send you an email alert message when you receive a new voicemail message or a fax to any email address or email enabled wireless device. You may enter multiple email addresses for message notification. By selecting the Text with Link format, the email notification message will contain a link to the voicemail or fax that you can access from your email.
Your email notification is currently On
Email Addresses For Message Notification
Enter the email addresses that are to receive notification of new voicemail or faxes. Separate each new entry with a semi-colon. Enter as many email addresses as you wish, providing the total number of characters including the semi-colons do not exceed 160.
TEST MY SETTING
Click the "Test My Setting" button above to verify your setup. You should receive an email notification after a short delay.
Yourname@emailaddress.com
Characters Remaining: 134
Examples: name@my-email.com;10-digitnumber@vtext.com
Unsure of your wireless device's email address?
If unsure of the email address of your wireless device, select a "best guess" from the list of major carriers on the right. If your pager does not support email addressing, please contact Customer Service for an alternate solution.
.: Please Select a Carrier:.
Display Format
Select the format of the notification email you wish to receive:
Click here to see an example of a "Numeric Only" notification.
Numeric Only
Notification Receipt Types
Select the type of message(s) you wish to be notified for:
New Voicemail
New Urgent Voicemail
OK
Click "OK" to make your requested changes.
Done

To Create a Voicemail Group

A Voicemail Group allows you to quickly forward a voicemail message to multiple other people without entering each person individually. Voicemail groups are created through your personal website.

1. Once logged in, select the Personal Info Tab
2. Select the Group Manager button
3. Click the Create Group button
4. Assign a Group Number- used when forwarding to a group through the phone
5. Assign a Group Name
6. Add an optional description
7. Add members to the group one at a time by entering their name or phone number
8. For each member you add, determine if that person should be:
   Administrator- Able to make changes to the group
   Sender- Able to send to this group
   Recipient- Able to receive messages sent to this group
9. Click the Add button
10. Repeat step 7 through 9 as necessary to add all of the members
11. Click the Save button



Change the Number of Rings Before Voicemail Picks Up

Your Voicemail box is programmed to take messages when you can't answer your phone. If you want the phone to ring more or less times, you may change this setting:

1. Press the Forward Softkey
2. Using ▽, select No Answer
3. Press the Disable Soft Key
4. You will be returned to the main screen
5. Repeat steps 1-3
6. Use the ▽ to select "Forward After Rings;
7. Use the X button to remove the current value
8. Use the key pad to enter a number of rings
9. Press the Enable soft key
10. Press the OK softkey

9 Call Lists and Directories

Managing Call Lists

Your phone maintains local lists of missed, received, and placed calls. Each list contains 100 entries.

Press Directories followed by Call Lists > Missed Calls, Received Calls, or Placed Calls. The following shows a Placed Calls list.

Manage the call list by doing the following:

To edit the phone number, press the Edit soft key.

To return the call, press the Dial soft key.

To view information about the call, press the More soft key followed by the Info soft key.

To store the contact in the Contact Directory, press the More soft key followed by the Save soft key.

To delete the call from the list, press the More soft key followed by the Clear soft key.

Press Directories to return to the idle display.

Note	Press the **Right** arrow key from the idle display to access the Placed Calls list. Press the **Left** arrow key from the idle display to access the Received Calls list. *Press the **Down** arrow from the idle display to access the Missed Calls list. You can use these shortcuts while placing calls or performing transferring and conferencing functions.*

Managing Contacts

You can store 99 contacts in your phone's directory.

You can add, edit, delete, dial, or search for a contact in this directory. You can dial or search for a contact in this directory. You may be able to add, edit, and delete contacts.

Adding Contacts

You can add contacts to your contact directory:

- Manually
- From a call list

Adding Contacts Manually

To add a contact to the local contact directory manually:

1. Press Directories .
2. Select **Contact Directory**.
3. Press the **More** soft key.
4. Press the **Add** soft key.
5. Enter first and/or last name of the contact from the keypad.

   Use the **1/A/a** soft key to select between numeric and upper/lower case alphanumeric modes.

   Use the **Encoding** soft key to access special characters in other languages.

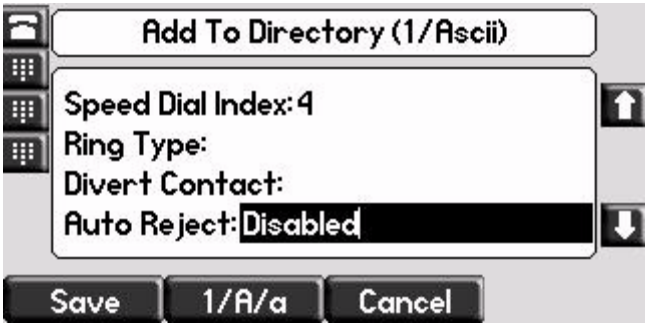
6. Enter a contact number.

   This is a required field and it must be unique (not already in the directory).

7. (Optional.) Change the Speed Dial Index.

   It is automatically assigned to the next available index value.

   Valid speed dial index values are from 1 to 9999. If you enter a speed dial index that already, “Speed dial index already exists” appears. If you enter an invalid value, “Speed dial index invalid” appears.



8. (Optional.) Change the Ring Type and Divert Contact.

   These fields may be left blank.

9 (Optional.) Change the Auto Reject, Auto Divert,

   Use ◁ and ▷ to switch between Enabled and Disabled settings.

10. Press the **Save** or **Cancel** soft keys to accept or cancel changes.

11. Press Directories to return to the idle display.

Adding Contacts From Call Lists

To add a contact to the local contact directory from a call list:

1. Do one of the following:

A Press Directories and then select **Call Lists >Missed Calls**, **Received Calls**, or **Placed Calls** as desired.

b Press , , or to access the desired call list.

2. Use and to highlight the contact.

You can also use the * key to Page Up and the # key to Page Down.

3. Press the **More** soft key, and then the **Save** soft key to save the contact in the phone's directory.

4. Press Directories to return to the idle display.

Note	*You may want to go to the local contact directory to check if the contact was saved correctly, and to add any missing fields*

Editing Contacts

To edit a contact in the local contact directory:

1. Press Directories .
2. Select **Contact Directory**.

3. Use and to highlight the contact.

You can also use the * key to page up and the # key to page down.

4. Press the **Edit** soft key
5. Edit the contact information.

6. Press the **Save** or **Cancel** soft keys to accept or cancel changes.
7. Press Directories to return to the idle display.

Note	*You can quickly edit a contact associated with a speed dial key by pressing and holding the contact's speed dial key, and then complete steps 5 to 7.*

Deleting Contacts

To delete a contact from the local contact directory:

1. Press Directories
2. Select **Contact Directory**.
3. Use and to highlight the contact.

You can also use the * key to page up and the # key to page down.

4. Press the **More** soft key twice, and then press the **Delete** soft key.

The contact is deleted from the directory.

5. Press Directories to return to the idle display.

Placing Calls to Contacts

To place a call to a contact in the local contact directory:

1. Press Directories
2. Select **Contact Directory**.
3. Use ▲ and ▼ to highlight the contact.
   You can also use the * key to page up and the # key to page down.
4. Press the **Dial** soft key.

Searching for Contacts

To search for a contact in the local contact directory:

1. Press Directories .
2. Select **Contact Directory**.
3. Press the **More** soft key, and then the **Search** soft key.
4. Using the dial pad, enter the first few characters of the contact's first or last name.

5. Press the **Search** soft key again.
   You can dial any successful matches from the resulting information on the graphic display.

IMPORTANT SAFETY AND CONFORMANCE INFORMATION FOR IP PBX BASE UNIT AND DESKPHONES

Conformance

This equipment is designed for use in the United States.
This equipment complies with the following standards:
FCC Part 15, Subparts B, C, D
FCC Part 68
UL60950
Analog extension ports: TNV3
CO port: TNV3
ADSL port: TNV3
Power fail port TNV3
LAN/WAN ports SELV

Important Safety instructions

The following safety information is reprinted from IEC60950.

- When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock, and injury to persons, including the following:

- Read and understand all instructions.
- Follow all warnings and instructions marked on the product.
- Unplug this product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning.
- Do not use this product near water (for example, in a wet basement).
- Do not place this product on an unstable cart, stand, or table. The product can fall, causing serious damage to the product.
- Slots and openings in the cabinet and the back or bottom are provided for ventilation, to protect it from overheating; these openings must not be blocked or covered. This product should never be placed near or over a radiator or heat register. This product should not be placed in a built-in installation unless proper ventilation is provided.
- This product should be operated only from the type of power source indicated in the manual. If you are not sure of the type of power source to your building, consult your dealer or local Power Company.
- The power socket outlet must be located near the product and must be easily accessible to allow plugging/unplugging.
- Do not allow anything to rest on the power cord. Do not locate this product where persons walking on it will abuse the cord.
- Do not use an extension cord with this product's AC power cord. The AC outlet for this product should not be used for any other electrical equipment.
- Never push objects of any kind into this product through cabinet slots as they can touch dangerous voltage points or short out parts that could

result in a risk of fire or electric shock. Never spill liquid of any kind on the product.

- To reduce the risk of electric shock, do not disassemble this product, but take it to a qualified serviceman when some service or repair work is required. Opening or removing covers can expose you to dangerous voltages or other risks. Incorrect re-assembly can cause electric shock when the product is subsequently used.
- Unplug this product from the wall outlet and refer servicing to qualified service personnel under the following conditions:
  - When the power supply cord or plug is damaged or frayed.
  - If liquid has been spilled into the product.
  - If the product has been exposed to rain or water.
  - If the product does not operate normally by following the operating instructions.
  - Adjust only those controls that are covered by the operating instructions because improper adjustment of other controls can result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
  - If the product has been dropped or the cabinet has been damaged.
  - If the product exhibits a distinct change in performance.
- Avoid using a telephone during an electrical storm. There can be a remote risk of electric shock from lightning.
- Do not use the telephone to report a gas leak in the vicinity of the leak.

FCC Information

This equipment complies with Part 68 of the FCC rules and the requirements adopted by ACTA.
A FCC compliant telephone cord and modular plug is provided with this equipment. This equipment is designed to be connected to the telephone network or premises wiring using a compatible modular jack that is Part 68 compliant. See Installation Instructions for details.
The REN is used to determine the quantity of devices that may be connected to the telephone line. Excessive RENs on the telephone line may result in the devices not ringing in response to an incoming call. Typically, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line (as determined by the total RENs) contact the local Telephone Company.
If this system causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice isn't practical, the Telephone Company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.
The Telephone Company may make changes to it's facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens the Telephone Company will provide advance notice so you can make the necessary modifications to maintain uninterrupted service.
If the equipment is causing harm to the telephone network, the Telephone Company may request that you disconnect the equipment until the problem is resolved.

Connection to party line service is subject to state tariffs. (Contact the state public utility commission, public service commission or corporation commission for information.)
This equipment is hearing aid compatible.

Customer Owned Coin/Credit Card Phones
To comply with state tariffs, the Telephone Company must be given notification prior to connection. In some states, the state public utility commission, public service commission or corporation commission must give prior approval of connection.

Data Equipment
The table below shows which jacks are associated with which modes of operation:

Mode of Operation	USOC Jack
Permissive	RJ11C

Systems
Facility Interface Codes (FIC), Service Order Codes (SOC), USOC Jack Codes and Ringer Equivalence Numbers (REN) are shown in the table below for each port where applicable:

Port	FIC	SOC	USOC	REN
Line 1	02LS2	9.0Y	RJ11C	0.1B
Line 2	02LS2	9.0Y	RJ11C	0.1B
Line 3	02LS2	9.0Y	RJ11C	0.1B
Phone	02LS2	9.0Y	RJ11C	0.1B

Automatic Dialers
WHEN PROGRAMMING EMERGENCY NUMBERS AND (OR) MAKING TEST CALLS TO EMERGENCY NUMBERS:
1. Remain on the line and briefly explain to the dispatcher the reason for the call.
2. Perform such activities in the off-peak hours, such as early morning or late evenings.

Toll Restriction and Least Cost Routing Equipment
The software contained in DPS FLEX phone system to allow user access to the network must be upgraded to recognize newly established network area codes and exchange codes as they are placed into service.
Failure to upgrade the premises systems or peripheral equipment to recognize the new codes as they are established will restrict the customer and the customer's employees from gaining access to the network and to these codes.

Equal Access Requirements
This equipment is capable of providing users access to interstate providers of operator services through the use of access codes. Modification of this equipment by call aggregators to block access dialing codes is a violation of the Telephone Operator Consumers Act of 1990.

Electrical Safety Advisory
It is strongly suggested that an AC surge arrestor be installed in the AC outlet to which this equipment is connected.

Radio Interference
This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.
This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

RF Radiation Exposure
This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment. This equipment should be installed and operated with a minimum distance of 8 inches (20 centimeters) between the radiator and your body.
This transmitter must not be co-located or operated in conjunction with any other antenna or transmitter.

Modifications
Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment. There are no user-serviceable parts or adjustments inside this equipment - please do not open the equipment case.